



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

**STATE OF LOUISIANA  
VENDOR NOTICE**

**THE LOUISIANA PURCHASING CREDIT CARD PROGRAM  
'LaCarte'**

The State of Louisiana launched a new purchasing card program, 'LaCarte'. This will be more a business-like approach for small purchases. Following is a description of the program:

- The official purchasing card for the State of Louisiana is called Louisiana 'LaCarte' with VISA, as shown below:
- Purchase cards are issued in an employee's name. As shown below, the employee's name will appear on the first line, and the agency where they are employed will be on the second line.
- It is the state's responsibility for payment of card charges to VISA.
- Therefore, the state's tax-exempt status is applicable to all card purchases.
- The tax-exempt number is printed on the front of all state issued cards.

As a state vendor you will greatly benefit from the use of 'LaCarte' particularly because purchases made with a 'LaCarte' credit card will improve your cash flow since payments will be made quickly. This will reduce paperwork by eliminating invoicing and payment research.

If there are any questions, you may address them to Division of Administration, State Purchasing Office at 225-342-6322.





State of Louisiana  
Department of Revenue and Taxation  
Sales Tax Division

**Certificate of Sales/Use Tax Exemption/Exclusion  
Covering Purchases by Political Subdivisions of the State of Louisiana**

Date \_\_\_\_\_

The undersigned customer of \_\_\_\_\_

whose address is \_\_\_\_\_

is a public agency of Louisiana with legal status as one of the following:

(Check one.)

- ☒ State agency, board, or commission #1284900001
- ☐ Parish government or instrumentality thereof
- ☐ Municipal government or instrumentality thereof
- ☐ Parish school board or public school
- ☐ Law enforcement district
- ☐ Hospital service district
- ☐ Waterworks district
- ☐ Public housing authority
- ☐ Parish and municipal libraries
- ☐ Other (List.) \_\_\_\_\_

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by this political body are totally exempted from the 4% sales tax levied by the State and the Louisiana Recovery District as provided by Revised Statute 47:301(8)(C), 47:305.29, 47:305.34, or 47:305.35. No sales/use tax is to be charged when an agency makes a purchase and is responsible to you for payment. If the sales are later held subject to tax, we assume full liability. This certificate is valid for purchases made after September 1, 1991.

**\* For purchases made by State of Louisiana, with the "LA Carte" Visa Credit Card.**

*Gemine R. Sanders*  
Authorized signature

State of Louisiana, All Departments  
Name of public agency

P.O. Box 94095  
Address

Baton Rouge, LA 70804-9095  
City, state, ZIP

This form is to be completed by an authorized buyer and forwarded to the seller for retention. Misuse of the certificate by the seller or the purchaser will subject either party to the civil and criminal penalties provided by law.